

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:424-261 R-1**

**Quotations are Due By:**

**(Eastern Time)10:00 AM on 02/28/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**

**Contractor must provide mandatory W-9 form before GPO makes payment.**

**TITLE:** Amanda Bennett Business Cards

**QUANTITY:** 1000 Foil Stamped and Embossed business cards. Dies required.

R-1: Digital printing acceptable and extended delivery date.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to Carrie Guasto, APS DC, at 202-512-0866 or [cguasto@gpo.gov](mailto:cguasto@gpo.gov).

**TRIM SIZE:** 3-1/2 x 2"

**PAGES:** Face and back

**SCHEDULE:**

Furnished Material will be available for pickup by 03/02/2023

Deliver complete (to arrive at destination) by 03/31/2023

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

**\*\*DIGITAL PRINTING IS ACCEPTABLE.\*\***

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

**PRINTING:** Business cards print face and back (head to head). Face prints with approx. 7 lines of type in Black ink only. Back prints with 2 lines of type in Black ink only plus illustrations in 4-color process.

**STAMPING and EMBOSSING:** Face stamps and embosses with approx. 1/2 x 1/2" agency seal in Crown Roll Leaf Gold 414 (top center). Stamping must have solid impressions, no picking, pinholes or filled letters. Contractor to create all required dies. Sculptured die required. See attachment.

**MATERIAL FURNISHED:** Contractor to receive. via email after award.

One (1) Purchase Order.

One (1) Zip file containing one PDF file and one InDesign file created using MAC 12.6.1, Indesign 18,

Illustrator 27, fonts furnished, and all graphics linked.  
GPO Form 952 Desktop Publishing - Disk Information.

GPO Form 892c (R. 12/17) Proofs.  
GPO Form 2678 (departmental random copies-blue label).  
GPO Form 917 (Certificate of Selection).

Contractor to download the "Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* L72, Bright White Dull Coated Two-Side Cover (C2S) Basis Weight 14pt

**COLOR OF INK:**

Face: Black + Crown Roll Leaf Gold 414.

Back: 4-color process.

**PRINT PAGE:** Head to Head

**MARGINS:**

Adequate gripper.

Follow electronic file.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality PDF "soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at acampbell@usagm.gov, jlea@usagm.gov, and cc: cguasto@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

**AFTER EMAIL PROOF APPROVAL**

Prior to the commencement of production of the contract production quantity, the contractor shall submit pre-production samples to: USAGM Attn: Alicia Campbell, 330 Independence Ave., SW, Washington, DC 20237, 202-920-2133. 5 samples will be reviewed for conformance of foil stamp and emboss. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the

GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government review of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

**BINDING:**

Trim 4-sides

**PACKING:**

Pack suitable per carton and shipping container.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

**JOB TITLE:** Amanda Bennett Business Card

**REQUISITION:** 3-00001

**JACKET NO.:** 424-261

**QUANTITY:** \_\_\_\_\_

**NUMBER OF BOXES:** EX. Box 1 of 4, Box 2 of 4...

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [acampbell@usagm.gov](mailto:acampbell@usagm.gov) and cc: [cguasto@gpo.gov](mailto:cguasto@gpo.gov) The subject line of this message shall be "Distribution Notice for Jacket 424-261, Requisition 3-00001". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 1000 copies (includes 50 Departmental Random "Blue Label" Copies), and created dies via traceable means to: USAGM Attn: Alicia Campbell, 330 Independence Ave., SW, Washington, DC 20237, 202-920-2133.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Ok'd Prior to Production Samples/Furnished Electronic File
P-9. Solid and Screen Tint Color Match	Crown Roll Leaf 414
P-10. Process Color Match	Ok'd Prior to Production Samples/Furnished Electronic File

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the

contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=424261>